
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

November 20, 2012

ADMINISTRATIVE SECRETARY—(Oldham Co. — Roederer Correctional Complex)—
Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must
have four years of office support experience. Additional education will substitute for the
required experience on a year-for-year basis. Office support experience will substitute for the
required education on a year-for-year basis.

**CORRECTIONS EDUCATION SPECIALIST I- Adult Education - (Oldham County- KY
State Reformatory)** Grade 12—(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** Graduate of a
college or university with a bachelor's degree in education (academic or vocational) An associate
degree with 3 years of trade-related experience will substitute for the bachelor's degree.

**CORRECTIONS EDUCATION SPECIALIST I- Adult Education - (Oldham County-Luther
Luckett Correctional Complex)** Grade 12—(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:**
Graduate of a college or university with a bachelor's degree in education (academic or
vocational) An associate degree with 3 years of trade-related experience will substitute for the
bachelor's degree.

CORRECTIONS RECREATION LEADER—(Lyon County—KY State Penitentiary)—Grade
11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** Graduate of a college or university
with a bachelor's degree. Experience in planned recreation, physical education or related
activities will substitute for the required education on a year-for-year basis.

**CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I—Oldham Co. —
Corrections Training/CRTC)—**Grade 13—(\$2670.20 - \$3554.70) **MINIMUM
REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two
of years experience in corrections. Graduate study in corrections, justice administration or law
will substitute for the required experience on a year-for-year basis. Experience in corrections will
substitute for the required college on a year-for-year basis.

**TRANSPORT DRIVER I—(Oldham County—KCI/ Luther Luckett Correctional Complex
-Printing Operations)—**Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:**
High school graduate. Must have two years of experience in truck driving, stores experience or
general maintenance experience. Additional truck driving, stores or maintenance experience
will substitute for the education on a year-for-year basis. Additional education will substitute for
the experience on a year-for-year basis. Must possess a valid Class B or Class A commercial
driver's license.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.